

Changes to Aber People

Following the recent upgrade – the appearance of Aber People has changed. Here are brief notes of how the changes will affect you.

DATA PROTECTION & CONFIDENTIALITY

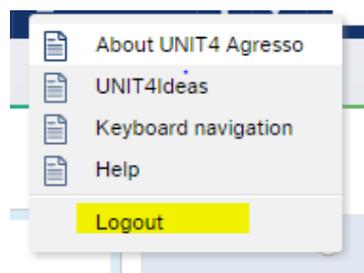
AberPeople contains detailed position information and it is important that you use it responsibly to ensure that the security of this information is maintained at all time.

Therefore, when you have finished using AberPeople please always ensure that you logout:-

- By clicking on your employee number on the top right hand corner of the AberPeople page
- Click on the Logout button as shown below



Click on your number and this will show the following drop down menu



Your Tasks

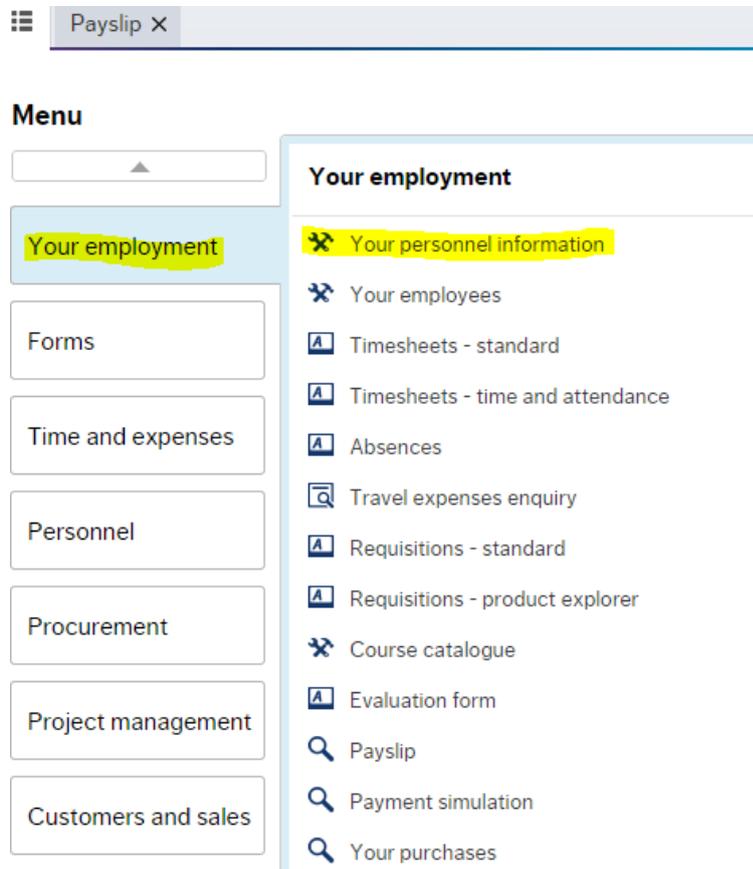
Your Tasks is a function that notifies you of any workflow tasks and alerts that need to be carried out. Such notifications include Absence Approval, Expenses approvals, Complete Requisitions (* role specific) and will appear at the top right of the screen with a number of tasks



. Click on this and it will open the tasks that need approval.

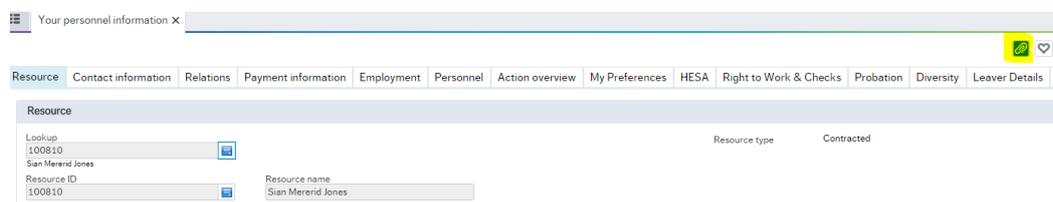
Your Employment

The Your Employment function allows staff to check their employment details, record annual leave and update information. This can be accessed by clicking on the **Your Employment – Your personnel information** menu button.

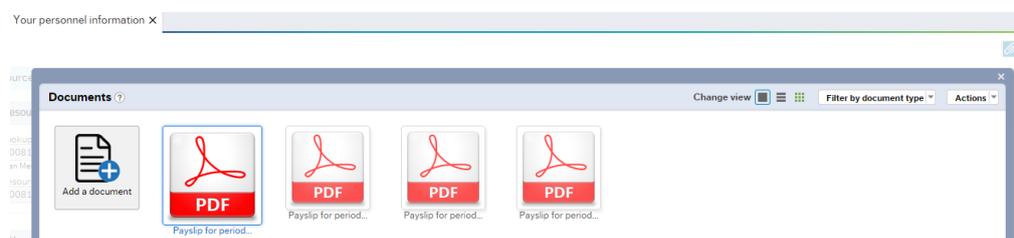


Opening your payslips

From the Menu tab, select Your personnel information which should open the following screen. In the top right hand corner, there is a paper clip – click on this: -



From the paper clip, the following screen should open: -



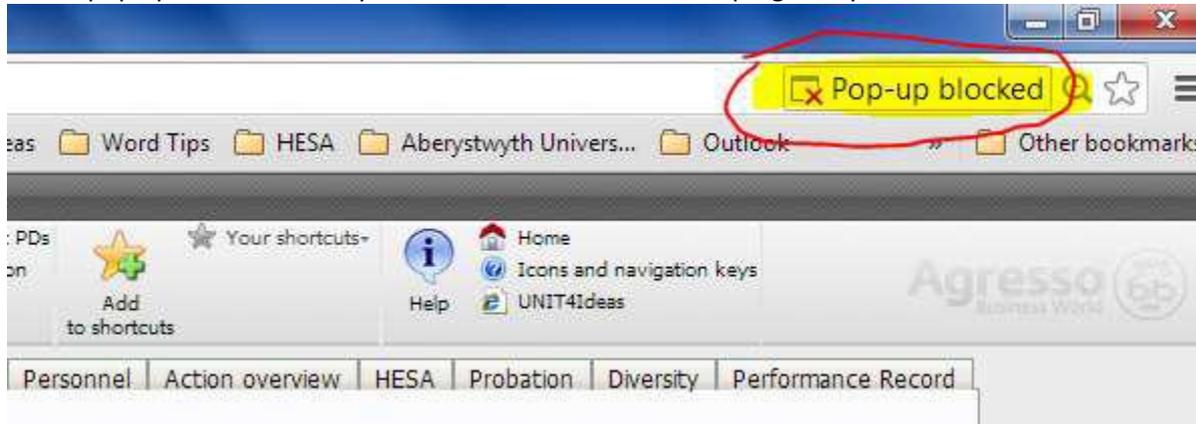
To open any of these documents, double click on the payslip in question, and it should open the following: -



You should be able to tab across and see all of your previous payslips. You can print or save your payslip from this page.

To view your Electronic Payslips and other documents, make sure that “Pop-ups are enabled”

NB: If ‘pop ups’ are disabled, you will notice an icon in the top right of your browser

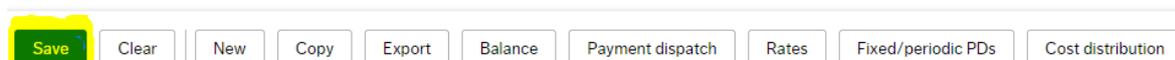


Click on the Icon, then select ‘Always allow pop-ups from abw.aber.ac.uk’
Press <Done>



Changes to personnel records

You can make other changes to your personnel records as in the previous guidance provided but please remember to save any such changes using the buttons at the bottom of the screen



Contact Information – The Contact information holds important information about you that needs to be maintained. In particular, Home Addresses, Doctors Address, Next of Kin, Emergency and Beneficiary information.

Address type	Street address	Post Code	Town
<input checked="" type="checkbox"/> General	Finance Department, Old College,		Aberystwyth

Payment Information Tabs

These screens show details of how you are paid and your Bank Account Number and Sort Code. You can change these details. Any changes are recorded into an audit log.

Default payment information

- * Pay method: BACS
- Bank account: [Redacted]
- Build Soc. Roll: 0
- IBAN: [Redacted]
- Swift: [Redacted]
- Sort Code: [Redacted]

To book Annual Leave

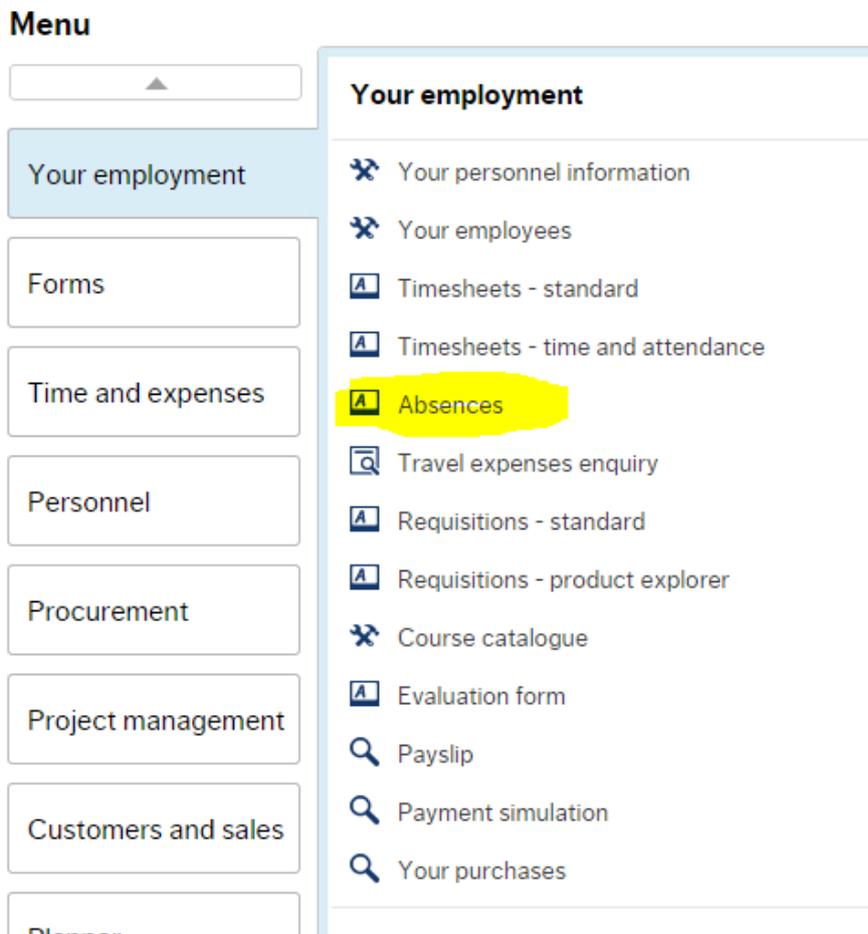
Employee you can use AberPeople to request leave or record absence, but it can also be used by Line Managers to record absence for their employees. A list is provided on page 7 and 8.

Requests for time off work fall into two categories.

Ones that **request approval** from your Line Manager, such as annual leave, go through a work-flow process to your Line Manager, who then approves – or declines - the request. You cannot take this time off until you have approval.

The other type of time off work is when you are simply informing your Line Manager, such as Antenatal appointments. Again this is 'work-flowed' to your Line Manager, but just to inform rather than to approve the time off work.

Under Menu and Your Employment, you should have an option to select absences: -



From clicking on Absence, you should see the following screen. To open the balances on click on the highlighted double arrow: -

Balances				
	Balance	Proposed	Confirmed	Total
Annual Leave		0.00	197.10	197.10
Current Entitlement		0.00	197.10	197.10
Overall Entitlement		0.00	197.10	197.10
Taken/Booked		0.00	14.00	14.00
Remaining Entitlement		0.00	183.10	183.10

Refresh

If you are concerned that your Annual Leave balance is not calculated correctly, you should contact HR.

In order to book leave, you will need the bottom half of this page, which shows: -

Open previous absences

Search criteria

Resource: [Redacted] [Menu]

Absence code: [Dropdown]

Position: [Dropdown]

Containing date: [Input] [Calendar]

Workflow state: [Dropdown]

Status

Active Parked

Transferred Partly transferred

Reversed Reversed transferred

Load

Click on the Load button, and you should see all of your previous holiday bookings

Balansau

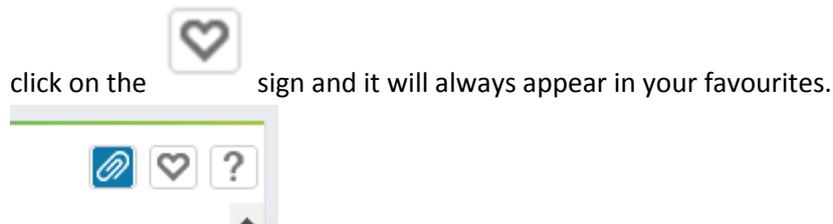
Absenoldebau

	Cyflwr llif gwaith	ID adnodd	Cod abseno...	Swydd	Dyddiad cych.	I'r dyddiad hwn	Agor	O'r amser	I'r amser	Oriau	Canran	Statws
<input type="checkbox"/>	Llif gwaith ar waith	[Redacted]	ALEAVE	Assistant Director of Financ...	10/24/2014	10/24/2014	<input type="checkbox"/>	9:00AM	4:30PM	6.50	100.00	Ar waith
<input type="checkbox"/>	G'rffnwyd	[Redacted]	ALEAVE	Assistant Director of Financ...	1/9/2015	1/9/2015	<input type="checkbox"/>	9:00AM	4:30PM	6.50	100.00	Ar waith
<input type="checkbox"/>	G'rffnwyd	[Redacted]	ALEAVE	Assistant Director of Financ...	12/18/2014	12/18/2014	<input type="checkbox"/>	9:00AM	5:30PM	7.50	100.00	Ar waith
<input type="checkbox"/>	G'rffnwyd	[Redacted]	ALEAVE	Assistant Director of Financ...	1/15/2015	1/15/2015	<input type="checkbox"/>	9:00AM	5:30PM	7.50	100.00	Ar waith
<input type="checkbox"/>	Llif gwaith ar waith	[Redacted]	ALEAVE	Assistant Director of Financ...	1/31/2015	1/31/2015	<input type="checkbox"/>	12:00AM	12:00AM	0.00	100.00	Ar waith

Σ 28.00

Ychwanegu Dileu Drafft Yn barod

You will see the following in the top right side corner. If you want to Add this as your favourite task,



The following table sets out links to the University policies in relation to each leave code.

Code	Description	Link to the University policy
ADVERSE	Adverse Conditions	
ALEAVE	Annual Leave	<p>In December / January staff members are encouraged to plan ahead and arrange dates with their line manager to take at least 3 weeks leave during the year ahead.</p> <p>Staff members that have not done this will not be able to carry forwards more than 5 days leave into the following year.</p> <p>Annual leave calculation for Part time staff http://www.aber.ac.uk/en/hr/policy-and-procedure/leave-part-time-staff/</p>
ANTENATAL	Antenatal Leave	http://www.aber.ac.uk/en/hr/policy-and-procedure/hospital/
MATTOPAT	Maternity Leave Passed to Partner	Maternity - http://www.aber.ac.uk/en/hr/policy-and-procedure/maternity/
PARENTAL	Parental Leave	<p>Paternity - http://www.aber.ac.uk/en/hr/policy-and-procedure/paternity/</p> <p>Parental - http://www.aber.ac.uk/en/hr/policy-and-procedure/parental/</p>
DEPENDANTS	Emergency Time Off For Dependants	http://www.aber.ac.uk/en/hr/policy-and-procedure/dependants/
SICK	Sick	<p>http://www.aber.ac.uk/en/hr/policy-and-procedure/sickness/ http://www.aber.ac.uk/en/hr/policy-and-procedure/hospital/</p> <p>Note that staff should make every effort to arrange visits to doctors, dentists or opticians etc. outside of normal working hours. However where this is impractical, time off will not be unreasonably denied providing that the hours are made up over a period agreed with the line manager.</p> <p>As long as it has been agreed that the time taken to visit doctors, dentists or opticians etc. will be made up this will not need to be recorded as sick leave.</p>
INDINJURY	Injury at Work	See links above.
COMPASSION	Compassionate Leave	http://www.aber.ac.uk/en/hr/policy-and-procedure/compassionate/
CONF	Conference Leave	
DISCRUNPAID	Discretionary Unpaid	http://www.aber.ac.uk/en/hr/policy-and-procedure/unpaid/
EMERCALLOUT	Emergency Call Out	
FIELDWORK	Field Work Leave	
REDUNDANCY	Redundancy Preparation	
RESEARCH	Research Leave	
RESERVIST	Reservist Call Up	
SLWP	Study Leave With Pay	<p>http://www.aber.ac.uk/en/hr/policy-and-procedure/time-to-train/</p> <p>In the case of employees studying for an external qualification, finance department staff members will be able to take the day of the examination and one additional day as paid study leave per examination.</p>
SLWOP	Study Leave Without Pay	http://www.aber.ac.uk/en/hr/policy-and-procedure/time-to-

Code	Description	Link to the University policy
		train/
SPECCON	Special Constable	http://www.aber.ac.uk/en/hr/policy-and-procedure/public-duties/
TARMY	Territorial Army	
JURY	Jury Service	
PUBLIC	Public Duties	
TU	Trade Union Facilities Time (Paid)	
TUA	Trade Union Activities (Unpaid)	
ASOSTRIKE	Action Short of Strike	http://www.aber.ac.uk/en/hr/employment-information/strike-information/
NWNSTRIKE	Not Working Normally Due to Strike	http://www.aber.ac.uk/en/hr/employment-information/strike-information/
STRIKE	On Strike	http://www.aber.ac.uk/en/hr/employment-information/strike-information/